ST: MAT INFO
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ALABAMA DEPARTMENT OF REVENUE

Montgomery, Alabama 36132

(www.revenue.alabama.gov)

My Alabama Taxes (MAT)

https://myalabamataxes.alabama.gov

You will need to enter this information each time you log into the system:

User Name: ______________________________ Password: ______________________________

My Alabama Taxes (MAT) is the convenient and secure way to interact with the Alabama Department of Revenue (ADOR) to access a variety of online services. In MAT you can quickly and easily file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions with the Department. Log on to "My Alabama Taxes" at https://myalabamataxes.alabama.gov and register.

MAT allows you to register any accounts you (or your clients) have registered with the Alabama Department of Revenue (ADOR). However, not all account types are available in MAT. Tax types currently available in MAT will be listed in the **Account Type** drop-down list when you are registering for MAT or adding access to an account.

Follow the steps below to gain access to MAT and file your tax return. (Make sure you have access to the Internet and the proper browser version.)

Step 1

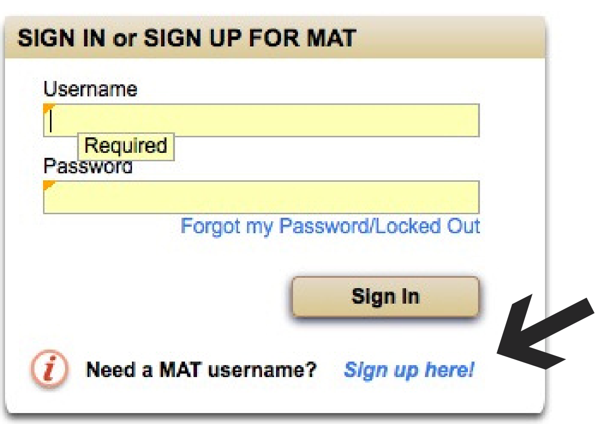
In order to sign up for MAT, you will need the following information readily available.

For Business Accounts:

- **Account Number:** Your ADOR 10-digit account number (may include some letters); this number is located on all correspondence sent from the Alabama Department of Revenue
- **Sign-On ID:** This ID was assigned when the account was originally registered with ADOR
- **Access Code:** This code was assigned when the account was originally registered with ADOR
- **Valid E-mail Address:** This is required in order to receive confirmation e-mails and authorization code messages

How do I register?

1. Go to https://myalabamataxes.alabama.gov and click the "*Sign up here!*" hyperlink.



Validate Account

2. In order to verify your identity, you will need to provide information about one of your accounts. Select an **Account Type** from the drop-down menu.

Note: *If an account type is not available in this list, then it cannot currently be filed in MAT.*

3. Provide the required account information in the fields that are displayed.
4. Click the **Validate** button to validate your account information. If the information you provided is validated, you will see an **Account Validated!** message. If your information is not validated, please contact ADOR.
5. Click the **Next Step** button near the bottom of the window.

Select Username

6. Create and enter a **Username**. (***Note:*** *The username can be 30 characters or less in length and spaces are allowed. The username is not case sensitive.)*

7. Create and enter a password in the **New Password** field. Retype the password in the **Confirm Password** field. (***Note:*** *The password must be 8-16 characters in length and must contain at least one number and one letter. The password is case sensitive.)*
8. Click the blue arrow in the **Secret Question** field to select a secret question. (This question will be used to verify your identity in the event you need to retrieve a forgotten password.)
9. Enter your answer to the secret question in the **Secret Answer** field.
10. Click the **Next Step** button.

Contact Information

11. Enter your name in the **Your Full Name** field.
12. Enter your e-mail address in the **E-mail** field and retype it in the **Confirm E-mail** field.
13. Enter your telephone number in the **Contact Phone** field.
14. If applicable, enter an alternate telephone number in the **Alternate Phone** field.
15. Click the **Next Step** button.

Set Third Party Access

16. If you want to allow designated third parties (for example, your tax preparer or accountant) to be able to set up access to your account through MAT, select **Yes** in the **Would you like to enable others to access your accounts?** field. If you do not want to allow third-party access, select **No**.

17. If you elect to allow third-party access, enter and confirm a password for the third party. The third party will use this password to confirm that they are authorized to set up logons for your account.

Note: *The third party password should NOT be the same as your user logon password.*

Submit Registration

18. Click the **Submit Registration** button near the bottom of the window. A confirmation message window is displayed.

19. Click the **Print Confirmation** button if you would like to print a copy of the confirmation; click **OK** to close the confirmation window.

20. You have finished signing up for MAT, your authorization code will be e-mailed to you. You will use your authorization code to login for the first time. After your initial login, you no longer need your authorization code. However, if you ever reset your password, a new authorization code will be needed. The new code will be e-mailed to you when you reset your password.

Step 2

How do I log on?

1. In the **Sign In or Sign Up For MAT** section, enter your username and password into the appropriate fields.

Note: *If this is your first time logging in, enter the authorization code in the **Authorization Code** field. You should have received your code by e-mail during the MAT registration process.*

2. Click the **Sign In** button.

Step 3

How do I file a return?

1. On the **Accounts** tab, view the **My Accounts** sub-tab.

2. Click the account ID hyperlink for the account you want to file a return for.

3. On the **Periods** tab, view the **Requires Attention** sub-tab.

4. Click the **File Now** or **Return List** hyperlink for the period on which you want to file a return. (If you click **Return List**, then select the return you want to file.)

Note: *If you do not see the **File Now** or **Return List** hyperlink, either you do not have access to file returns on that account or a return has already been filed for that period.*

5. Complete the appropriate fields, as necessary.

Field colors help you determine information about the field:

- **Yellow** fields are required
- **Green** fields are editable
- **Red** fields are in error; you must correct the value before you can save the return

Note that for many returns, you may also see a list of forms or schedules across the top of the return. Click the form or schedule name to complete the information for that form or schedule. The information for the form or schedule is often transferred to a summary line on the main view of the return.

If a line item name is displayed as a blue hyperlink, you can click that hyperlink to jump directly to the form or schedule that supports the figure in that field.

If any form or schedule contains a field in error (or requires a value), a red dot will appear next to the name of the form or schedule with the error. *You cannot save your changes if there are any forms or schedules in error.* Click the form or schedule name to correct the error or complete the required value.

6. When you have completed the fields on the return, you can proceed by performing any of the following:

Note: *Not all return types can be printed. If the **Print Return** button is not displayed, then you cannot print the selected return type.*

- Click the **Submit** button to file the return. (You will be required to re-enter your password and click the **Yes** button to submit the return.) An information window will tell you that your return has been submitted and the return will post to your account after your request is processed. Depending on what type of return you are filing, you will have different options regarding how to proceed from this window. You can choose to *make a payment, close the window without making a payment, print the confirmation, or print the return.* The buttons at the bottom of the window will display the options allowed for your specific return.

- Click the **Save and Finish Later** button to save the changes you made, but *not* submit the return request. (This requires you to finish your changes at a later time and submit the changes in order for the return to be posted.) You will be prompted to confirm your action by clicking a **Yes** button. A message is displayed confirming that your return has been saved. Click **OK**. To retrieve your return, click the **Requests** tab and then the **Being Edited** sub-tab. The saved return will have a status of Stored.

- Click the **Cancel** button to close this window *without saving any of your changes.*